

Action Plan in response to the PPO Report into the death of Mr Michael Gardner on 17/09/2022 at HMP Peterborough

Rec No	Recommendation	Accepted / Not accepted	Response Action Taken / Planned	Responsible Owner and Organisation	Target Date
1	The Head of Healthcare should ensure that healthcare staff keep clear and accurate records to support the management of prisoners ongoing care, in accordance with the NMC Code 2015 guidance (updated 2018) on contemporaneous record keeping.		<p>*Healthcare Service at HMP Peterborough is now provided and commissioned by Northamptonshire Healthcare NHS Foundation Trust (NHFT) not Sodexo.*</p> <p>In December 2022 an email was sent to the clinical nurse managers to share with their team the Nursing and Midwifery Council (NMC) code of conduct. Clinical managers are to use the Friday sessions for training on accurate, clear and consistent documentation and to remind staff all the importance of this. This has come as a recommendation from a death in custody following the clinical review.</p> <p>The following points are to be included:</p> <p>Keeping clear and accurate records relevant to your practice, this applies to the records that are relevant to your scope of practice. It includes but is not limited to patient records. To achieve this,</p>		Head of healthcare and clinical nurse managers for both side of the estate (NHFT) Completed 30 th May 2023



		<p>you must:</p> <p>Complete all records at the time or as soon as possible after an event, recording if the notes are written sometime after the event.</p> <p>Identify any risks or problems that have arisen, and the steps taken to deal with them, so that colleagues who use the records have all the information they need.</p> <p>Complete all records accurately and without any falsification, taking immediate and appropriate action if you become aware that someone has not kept to these requirements.</p> <p>Attribute any entries you make in any paper or electronic records to yourself, making sure they are clearly written, dated and timed, and do not include unnecessary abbreviations, jargon or speculation.</p> <p>Take all steps to make sure that all records are kept securely.</p> <p>Collect, treat, and store all data and research findings appropriately.</p> <p>A reminder email was sent out to managers on 02/05/2023. This included discussions to be held in huddles the importance of clear and accurate documentation following NMC guidelines of professionalism. After all incidents time must be</p>		
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		<p>made to document as soon as possible without delay.</p> <p>Email communications for managers to, all clinical teams to remind them importance of documentation to complete some lesson learnt and share action plans.</p> <p>Monthly audits completed on documentation by clinical nurse managers.</p>		
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